

Approved For Release 2001/08/21 : CIA-RDP78-03930A000100040073-6

Intelligence Reporting

1952

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RESTRICTED

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(CREDITS)
ON CARDS

REFRESHER COURSE IN INTELLIGENCE REPORTING

Five Conferences

9, 10, 11, 12, and 13 June 1952

1500 - 1700

Room 2519 M Building

1. Monday 9 June

Introduction

25X1A

Responsibilities in Initiating Projects

The Title

Clear Statement of the Problem

25X1A

2. Tuesday 10 June

The OSI Production Manual

25X1A

3. Wednesday 11 June

NIS Program and Procedures

25X1A

4. Thursday 12 June

The Body of the Report
Drawing Conclusions

25X1A

5. Friday 13 June

Graphic Presentation

25X1A

Editorial Problems

25X1A

These meetings have been designed as conference-seminars for the discussion of the practical problems of scientific intelligence report writing. The objective: to improve the quality of scientific intelligence reports.

Each meeting will begin promptly at 1500 and will close by 1700. There will be a ten minute break in each session. Be prepared to take notes.

Enrolment for the June series of meetings is limited to twenty. It is expected that the course will be repeated each month for as long as it proves useful.

This program has been arranged jointly by OSI and the Office of Training.

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27 June 1952

MEMORANDUM

To: The Training Mission Officer, CIA
From: Management Training Division, OIR(S)
Subject: [REDACTED] 25X1A

This is to certify that [REDACTED] 25X1A
successfully completed the seven (7) month course Re-
resher Course in Intelligence Reporting, 27 March, and
3, 10, 17, and 24 April 1952.

A copy of this statement has been forwarded to the Personnel
and Office to be included in the [REDACTED] file.

[REDACTED]
25X1A

Chief, Management Training Division

cc: Personnel Office
The Registrar

An addition to the list
sent to you last week.

~~CONFIDENTIAL~~

[REDACTED]
25X1A
X

CONFIDENTIAL

Security Information

27 June 1952

MEMORANDUM

To: The Training Liaison Officer, OSI
From: Management Training Division, OTR(G)
Subject: Course in Intelligence Reporting, 27 March - 24 April 1952

This is to certify that the following members of the staff of OSI satisfactorily completed the Refresher Course in Intelligence Reporting, seven and one-half hours, 27 March, and 3, 10, 17, and 24 April 1952.

The reports forwarded with this memorandum are for your referral to the individuals noted. Copies of the individual notices have been sent to the Personnel Office to be put in each employee's file.

25X1A



25X1A



Chief, Management Training Division

25X1A

The Registrar,

CONFIDENTIAL

Security Information

CONFIDENTIAL

Security Information

27 June 1952

GRADING
64 1425

MEMORANDUM

To: The Training Liaison Officer, OSI
Room 1525 N Building

From: Management Training Division, CTR(G)

Subject: Course in Intelligence Reporting, 9 - 13 June 1952

This is to certify that the following members of the staff of OSI satisfactorily completed the Refresher Course in Intelligence Reporting, ten hours, 9 - 13 June 1952.

The reports forwarded with this memorandum are for your referral to the individuals noted. Copies of the individual notices have been sent to the Personnel Office to be put in each employee's file.

25X1A



25X1A

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Security Information

Chief, Management Training Division

25X1A

cc.
The Registrar,